

HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY
10400 Detrick Avenue
Kensington, Maryland 20895
(240) 627-9425

Budget, Finance and Audit Committee Minutes

May 24, 2022

For the official record of the Housing Opportunities Commission of Montgomery County, an open meeting of the Budget, Finance and Audit Committee was conducted via an online platform and teleconference on Tuesday, May 24, 2022, with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 10:02 a.m. There was a livestream of the meeting held on YouTube, available for viewing [here](#). Those in attendance were:

Present

Richard Y. Nelson, Jr., Chair – Budget, Finance and Audit Committee
Frances Kelleher – Commissioner
Jeffrey Merkowitz - Commissioner

Also Attending

Kayrine Brown, Acting Executive Director	Aisha Memon, General Counsel
Timothy Goetzinger, Acting Chief Financial Officer	Terri Fowler, Budget Officer
Eugenia Pascual, Contoller	Olutomi Adebo
Nathan Bovelie	Francisco Vega
Nilou Razeghi	Claudia Wilson
Jay Berkowitz	Zachary Marks
Vivian Ikoro	Ali Khademian
Fozia Malik	John Broullire
Niketa Patel	Gail Willison
Lynn Hayes	Marcus Ervin
Richard Freeman	Guidy Paul
Matt Husman	Leidi Reyes
Sewavi Agbodjan	

IT Support

Aries "AJ" Cruz

Commission Support

Patrice Birdsong, Spec. Asst. to Commission

The meeting was opened with a welcome and roll call of Commissioners who participate on the Committee, as well as the Acting Executive Director and various staff.

APPROVAL OF MINUTES

The minutes of May 10, 2022, open session were approved as submitted with a motion by Commissioner Kelleher and seconded by Commissioner Merkowitz. Affirmative votes were cast by Commissioners Nelson, Kelleher, and Merkowitz.

ACTION/DISCUSSION ITEMS

1. Fiscal Year 2022 (FY'22) Third Quarter Budget to Actual Statement: Presentation of the Third Quarter FY 2022 Budget to Actual Statement

Timothy Goetzinger, Chief Development Funds Officer/Acting Chief Financial Officer, introduced Tomi Adebo, Assistant Budget Officer, who provided a presentation to the Budget, Finance and Audit Committee recommending approval to submit the Third Quarter FY'22 Budget to Actual Statements to the full Commission for acceptance at its June 8, 2022 meeting. Staff addressed questions of the Commissioners. No action was taken.

2. Fiscal Year 2022 (FY'22) Third Quarter Un-Audited Financial Statements: Presentation of the Un-Audited Financial Statements for the Third Quarter Ended March 31, 2022

Timothy Goetzinger, Chief Development Funds Officer/Acting Chief Financial Officer, introduced Francisco Vega, Assistant Controller, who provided a presentation to the Budget, Finance and Audit Committee of the un-audited financial statements for the third quarter. Commissioner Kelleher commented on the HAP utilization and how well it was doing. No action was required.

3. Calendar Year 2022 (CY'22) First Quarter Budget Amendment: Presentation of the CY'22 First Quarter Budget Amendment for MetroPointe Apartments

Timothy Goetzinger, Chief Development Funds Officer/Acting Chief Financial Officer, introduced Terri Fowler, Budget Officer, who provided a presentation to the Budget, Finance and Audit Committee requesting the Committee's recommendation to the full Commission to approve the proposed Calendar Year 2022 First Quarter Budget Amendment for MetroPointe Limited Partnership. A motion was made by Commissioner Kelleher and seconded by Commissioner Merkowitz to move forward to the full Commission for approval at its June 8, 2022 meeting. Affirmative votes were cast by Commissioner Nelson, Kelleher, and Merkowitz.

4. Uncollectable Tenant Accounts Receivable: Presentation of Request to Write-Off
Uncollectable Tenant Accounts Receivable (January 1, 2022 – March 31, 2022)

Timothy Goetzinger, Chief Development Funds Officer/Acting Chief Financial Officer, introduced Nilou Razeghi, Accounting Manager, who provided a presentation requesting the Budget, Finance and Audit Committee join staff's recommendation that the full Commission authorize the write-off of uncollectible tenant accounts receivables. Staff addressed Commissioners' comments and questions. A motion was made by Commissioners Merkowitz and seconded by Commissioner Kelleher to recommend to the full Commission for approval at its June 8, 2022 meeting. Affirmative votes were cast by Commissioners Nelson, Kelleher, and Merkowitz.

5. Calendar Year 2021 Audits: Presentation of Calendar Year 2021 Low Income Tax Credit Partnerships and Limited Liability Company Audits

Timothy Goetzinger, Chief Development Funds Officer/Acting Chief Financial Officer, introduced Niketa Patel, Accounting Manager, who provided a presentation requesting that the Budget, Finance and Audit Committee join staff's recommendation to the full Commission that it accept the 15 Calendar Year 2021 Tax Credit Partnership and CCL Multifamily, LLC Audits. Commissioners congratulated and thanked staff for their work during the audit. No action was taken.

6. Extension of the Use of Credit Facilities: Extend the use of the PNC Bank Line of Credit and the Real Estate Line of Credit to Finance Commission Approved Actions related to Montgomery Homes Limited Partnership (MHLP) VII, Fairfax Court Apartments, Lyttonsville (8800 Brookville Road), Lindsay Ford Holdings Site (Wheaton Gateway), HOC Fenwick & Second Headquarters, Brooke Park Apartments, MPDU I (64), Ambassador Apartments, Avondale Apartments and Year 15 LIHTC properties

Eugenia Pascual, Controller, provided a presentation requesting the Budget, Finance and Audit Committee join staff's recommendation to the full Commission to extend the use of the Line of Credit (LOC) and the Real Estate Line of Credit (RELOC) to finance Commission approved actions through June 30, 2023. Staff addressed questions of the Commissioners and was asked to further research deadline dates. A motion was made by Commissioner Kelleher and seconded by Commissioner Merkowitz to recommend to the full Commission for approval at its June 8, 2022 meeting. Affirmative votes were cast by Commissioners Nelson, Kelleher, and Merkowitz.

7. Inspection Services Contract Extension: Authorization to Extend Inspection Services Contract with Inspection Experts, Inc. ("IEI")

Lynn Hayes, Director of Housing Resources, introduced Ali Khademian, Program Coordinator, who provided a presentation requesting the Budget, Finance and Audit Committee join staff's

recommendation to the full Commission to renew the inspection services contract with Inspection Experts, Inc. for one year. There was detailed discussion among staff and Commissioners. Staff was reminded to plan accordingly when requesting renewals. A motion was made by Commissioner Kelleher and seconded by Commissioner Merkowitz to recommend to full Commission for approval at its June 8, 2022 meeting. Affirmative votes were cast by Commissioners Nelson, Kelleher, and Merkowitz.

8. Procurement of Property Management Services: Renewal of Property Management Contracts for Alexander House Development Corporation, Diamond Square Development Corporation, Brookside Glen Development Corporation, Glenmont Crossing Development Corporation, Glenmont Westerly Development Corporation, Wheaton Metro Development Corporation, and Oaks at Four Corners Development Corporation

Nathan Bovel, Chief Maintenance Officer/Acting Director of Property Management, introduced Jay Berkowitz, Asset Manager, who provided a presentation to the Budget, Finance and Audit Committee requesting approval of the Development Corporation Board of Directors to join staff's recommendation to approve property management contract renewals with Edgewood for Alexander House, Oaks at Four Corners, Brookside Glen, Glenmont Crossing, Glenmont Westerly; with Residential One for and Diamond Square; and with Bozzuto for Wheaton Metro (MetroPointe). A motion was made by Commissioner Merkowitz and seconded by Commissioner Kelleher to recommend to the full Commission for approval at its June 8, 2022 meeting. Affirmative votes were cast by Commissioners Nelson, Kelleher, and Merkowitz.

9. Procurement of Property Management Services: Renewal of Property Management Contracts for Alexander House, Cider Mill Apartments, Stewartown Homes, Westwood Towers, Fenton Silver Spring, and Wheaton Metro

Nathan Bovel, Chief Maintenance Officer/Acting Director of Property Management, introduced Jay Berkowitz, Asset Manager, who provided a presentation to the Budget, Finance and Audit Committee requesting approval to renew the property management service contracts for one year through June 30, 2023 at Cider Mill Apartments, Forest Oak Towers, Georgian Court, Greenhills Apartments, Stewartown Homes, and Westwood Towers, and the Renewal for Fenton Silver Spring through August 29, 2023. Staff addressed questions of the Commissioners. A motion was made by Commissioner Merkowitz and seconded by Commissioner Kelleher to recommend approval to the full Commission at the June 8, 2022 meeting. Affirmative votes were cast by Commissioners Nelson, Kelleher, and Merkowitz.

10. Elizabeth House III: Approval to Procure Property Management Services

Marcus Ervin, Director of Real Estate, provided a presentation to the Budget, Finance and Audit Committee recommending authorization for the Acting Executive Director to negotiate a Property

Management Agreement with Habitat America, LLC for property management services at Elizabeth House III. Staff address questions of the Commissioners. A motion was made by Commissioner Kelleher and seconded by Commissioner Merkowitz to forward the item to the full Commission for approval at the June 8, 2022 Commission Meeting. Affirmative votes were cast by Commissioner Nelson, Kelleher, and Merkowitz.

Based upon this report and there being no further business to come before this session of the Budget, Finance and Audit Committee, the meeting adjourned at 11:35 a.m.

Respectfully submitted,

Kayrine Brown
Acting Secretary-Treasurer

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